



**King County**  
**PROJECT ADMINISTRATOR – JOURNEY**  
**DEPARTMENT OF JUDICIAL ADMINISTRATION**  
**Annual Salary Range: \$56,202 - \$71,240**  
**Job Announcement: 06WM5808**  
**OPEN: 1/30/06      CLOSE: 2/10/06**

**WHO MAY APPLY:** This position is open to all qualified career service employees who are members of IFPTE Local 17 Information Technology Employees Bargaining Unit, qualified career service employees, and the general public. Special consideration will be given in that order.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Department of Judicial Administration, Attention Technology Division Manager, 516 Third Avenue, E-609, Seattle, WA 98104** or submitted via email to **DJAjobs@metrokc.gov**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form and data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume, a written response to the supplemental questionnaire on this announcement and a letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

**WORK LOCATION:** King County Courthouse, 516 3<sup>rd</sup> Avenue, Seattle Washington and/or Regional Justice Center, 401 4th Avenue North, Kent Washington.

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. Work schedule is normally Monday through Friday, 8:00 a.m. – 5:00 p.m. May be required to work extended and/or flex scheduled work hours to respond to service needs.

**PRIMARY JOB DUTIES INCLUDE:** This position is responsible for providing technical and administrative project support services for multiple information technology projects and programs in the Department of Judicial Administration, and will assist the Technology Services Division Manager, and may support multiple Project Managers, in the production of a consistent and standardized body of project artifacts, activities, and documentation related to the Department's technology project portfolio. The primary job functions of this position include:

- Developing and maintaining the Department's technology project and program management and tracking systems, including maintaining the Technology Division intranet site and individual project web sites, as well as developing, formatting, publishing, and distributing project and technical documentation in multiple hard and soft copy formats, including print, web, and digital media formats.
- Authoring, updating, and providing records management services for project documents and artifacts, including project schedules, budgets, action item logs, and tracking and status reports; preparing technical documentation, including user requirements documents, use case documents, technical manuals, procedures manuals, online help, and user tutorials; functioning as project team scribe; and maintaining software libraries and source code repositories.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

- Providing project administrative services, including assisting with purchasing supplies and services; tracking stakeholder, team, and resource calendars; coordinating meetings, preparing presentation materials, preparing and distributing agendas, and recording meeting minutes.
- Assisting project managers in a variety of project management activities including defining project vision and scope, identifying stakeholders, decision-makers, and escalation procedures, conducting feasibility studies and alternative analyses, estimating time requirements; developing project management flow charts, work breakdown structures, organizational breakdown structures, and RACI charts; identifying required resources and budget, evaluating project requirements, identifying and evaluating risks, preparing contingency plans, identifying interdependencies, identifying and tracking critical milestones, participating in project reviews, securing needed resources, managing the change control process, reporting project status, and evaluating project outcomes against project goals.
- Working with Departmental staff and other stakeholders to identify, define, document, and analyze business processes, evaluate project opportunities and proposals, and gather user requirements.
- Preparing required documentation related to the Technology Division's participation in enterprise, cross-departmental, and external agency technology projects, including representing the Division at meetings, giving presentations, and coordinating with internal and external business partners in relation to existing and potential technology projects; including coordinating with enterprise technology and project management personnel to ensure that technology Capital Improvement Projects meet enterprise reporting requirements.

**QUALIFICATIONS:** Requirements include:

- A minimum of 2 years work experience in an information technology environment.
- Excellent organizational skills and problem solving skills.
- Excellent oral communication, analytical, and inter-personal skills with an emphasis on customer service.
- Strong written communications skills, including communicating technical information to a non-technical audience.
- Strong knowledge of MS Office products, in particular Outlook, Visio, PowerPoint, Word, and Excel.
- Strong knowledge of web/html authoring and publishing tools and techniques.
- Strong knowledge of project scheduling software, tools, and techniques.
- Intermediate to advanced knowledge of Microsoft Project.
- Working knowledge of IT terminology, processes, and methods.
- Working knowledge of Project Management terminology, processes and methods.
- Ability to multi-task efficiently across multiple projects.
- Ability to conduct effective presentations or facilitate meetings.

**DESIRABLE QUALIFICATIONS:**

- Experience with formal technology project management methodologies.
- Previous experience as a project administrator supporting multiple/complex software development projects.
- 2+ years working with MS Project.
- Experience as a JAD facilitator or scribe.
- Experience gathering user requirements and developing business process diagrams.

- Familiarity with UML use cases and sequence diagrams.
- Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) or similar training and certification.

**SELECTION PROCESS:** Applications will be screened for qualifications and clarity. The most competitive applicants may be invited to an interview.

**UNION MEMBERSHIP:** This position is represented by IFPTE Local 17 Information Technology Employees Bargaining Unit.

**CLASS CODE: 8956      SEQ NO: 0176**

***SUPPLEMENTAL QUESTIONNAIRE:***  
**Project Administrator – Journey**  
**Job Announcement:**

Provide a concise written response to each of the following questions. Print your name at the top of each page you submit.

Supplementary Questions

1. While this position does not require an extensive background as an information technology practitioner, it does require familiarity with a broad variety of IT concepts and terminology, particularly as they relate to software development projects. Please describe how your experience addresses this requirement.
2. Please describe your experience in developing content for the web and in maintaining a website. Include the tools and technologies you have used and rate your proficiency with them.
3. This position involves creating and managing significant quantities of project-related documentation as well as performing resource tracking and calendar management for multiple project managers in an environment that requires a high level of proficiency in the use of Microsoft Office tools. Please describe how your experience or training has prepared you for this challenge.
4. This position requires solid proficiency in the use of Microsoft Project. Please describe your experience using MS Project to track a project's progress and resource usage, and define where you found the tool adequate or inadequate to the project's needs.
5. Facilitating meetings and workshops of 5-25 participants, and giving presentations to similar or larger audiences, is a requirement of this position. Please describe how your work experience addresses this requirement.
6. If you have prior experience working as a technology project administrator, please describe one of the projects which you supported, and explain your role in supporting the project team or project manager.
7. If you have had previous experience in gathering user requirements for technology development projects, please describe that experience, including the approach you used to solicit and define requirements.
8. If you have had the opportunity to assist in defining and documenting business processes or workflows, please describe that experience. If that experience included the use of formal tools or methodologies, please identify those as well.